



Women's Program Manager

USA Gymnastics is at a pivotal moment as the organization builds toward the LA 2028 Olympic Games and beyond. With a strong foundation in place, the next phase of growth requires a focused, disciplined strategy to support our world class athlete safety, competitive excellence, participation, and long-term sustainability goals.

The Opportunity

We are seeking a Women's Program Manager to support the planning, coordination, and administration of programs and initiatives within the USA Gymnastics Women's Program. Primary duties include assisting with the execution of domestic and international competitions, camps, and athlete development initiatives, while providing operational support to ensure the effective implementation of Women's Program activities. This position will work closely with internal staff, coaches, athletes, and program stakeholders to maintain program operations and communications, reporting directly to the Vice President of Women's Program. The Women's Program Manager plays an important role in supporting USA Gymnastics' commitment to fostering a safe, healthy training environment and ensuring compliance with USA Gymnastics rules, policies, and SafeSport provisions throughout the gymnastics community.

Key Responsibilities

Program Operations and Administration

- Support the coordination and administration of all aspects of the Women's Program.
- Demonstrate a clear understanding of and commitment to the USA Gymnastics mission and vision.
- Ensure adherence to SafeSport regulations and promote a safe training environment for athletes and participants.
- Communicate program information effectively to internal and external stakeholders.

Events and Competition Support

- Assist in coordinating domestic and international events for the Women's Program.
- Travel to and support domestic and international competitions as needed.
- Manage FIG Licenses for Women's Program.
- Support registration for international competitions.
- Serve as Team Leader during international competitions when assigned.

- Support major events, including U.S. Championships and National Congress.

Camp Administration

- Travel to and support Women's Program camps as needed, including:
 - National Team Camps
 - Developmental Camps
 - Developmental Invite Camps
 - TOPS National Testing
 - TOPS Camps
- Serve as the administrative liaison at Women's Program camps as assigned.

TOPS Program Administration

- Serve as the administrator for the TOPS Program.
- Conduct the online TOPS Physical Abilities Testing and record results.
- Communicate testing results and next steps to stakeholders.
- Maintain records and assist with program coordination for TOPS activities.

Travel and Logistics Coordination

- Coordinate travel arrangements for the required stakeholders participating in:
 - Women's Program camps
 - Domestic competitions
 - International competitions and assignments
- Assist in logistical planning and coordination for Women's Program activities.

NCAA and External Relations

- Serve as the primary liaison to NCAA Women's Gymnastics and Acrobatics & Tumbling programs.
- Act as a point of contact for NCAA coaches and organizations.
- Support communication between USA Gymnastics and collegiate programs.

Stakeholder Support

- Serve as a resource for athletes, coaches, and program stakeholders regarding program activities.
- Coordinate complementary USA Gymnastics memberships for select stakeholders as required.

Qualifications and Experience

- Bachelor's Degree preferred
- Minimum two years of program leadership or administrative experience.
- Familiarity with Olympic sports and/or gymnastics programs preferred.

Other Information

- Position is based in Indianapolis, Indiana
- Salary and benefits commensurate with experience, in accordance with applicable state and local laws.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Excellent written and verbal communication skills.
- Working knowledge of Women's Artistic Gymnastics programs and competitive structure.
- Strong leadership and project management abilities.
- Ability to coordinate multiple projects simultaneously.
- Strong organizational and logistical planning skills.
- Ability to collaborate effectively with staff, coaches, athletes, and external stakeholders.
- Weekend and after-hours work required.
- Domestic and international travel required.
- Ability to support competitions, camps, and national events as assigned.

To apply, send resume to: recruiting@usagym.org. Please include "Women's Program Manager" in the subject line of your email.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**USA Gymnastics is proud to be an Equal Employment Opportunity Employer.
Protection of athletes is a critical component for all positions at USA Gymnastics.**